

CASE NUMBER: ENC \_\_\_\_\_

PAYMENT: \_\_\_\_\_

**APPLICATION FOR AN ENCROACHMENT LICENSE  
CITY OF INDIANAPOLIS, INDIANA**

**A. INFORMATION ABOUT BUSINESS BEING LICENSED:**

1. ENCROACHMENT LEGAL ADDRESS:

\_\_\_\_\_

2. NAME, ADDRESS, PHONE & FAX NUMBER OF CORPORATION, INDIVIDUAL, SOLE PROP., OR PARTNERSHIP:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. BRIEF DESCRIPTION OF ENCROACHMENT (I.E. what are you placing in the City right-of-way?) ATTACH ADDITIONAL SHEETS IF NECESSARY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. LEGAL STATUS OF BUSINESS: (CIRCLE ONE) CORPORATION (STATE OF INCORPORATION) \_\_\_\_\_, PARTNERSHIP OR SOLE PROPRIETOR.

5. NAMES AND ADDRESSES OF SPECIFIED PERSONS ASSOCIATED WITH THE BUSINESS (ATTACH SHEETS IF NECESSARY):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. LENGTH OF TIME APPLICANT INTENDS TO MAINTAIN PROPOSED ENCROACHMENT (LENGTH OF TIME FROM 1-20 YEARS): \_\_\_\_\_

C. DESCRIPTION OF PROPERTY (ATTACH A LEGAL DESCRIPTION AND (2) SITE PLANS FOR REVIEW) SITE PLANS MUST BE DETAILED AND INCLUDE ANY NECESSARY INFORMATION.

D. IS THIS WITHIN THE HISTORICAL DISTRICT: \_\_\_\_\_ YES \_\_\_\_\_ NO

E. IF YES, PLEASE ATTACH A COPY OF THE CERTIFICATE OF APPROPRIATENESS TO THIS DOCUMENT.

F. IN ACCORDANCE WITH THE DRAWINGS ATTACHED TO THIS APPLICATION WHICH ARE HEREBY INCORPORATED AS A PART OF THE APPLICATION, THIS APPLICANT RESPECTFULLY REQUESTS THAT HE/SHE BE GRANTED A LICENSE TO MAINTAIN AN ENCROACHMENT UPON THE PUBLIC RIGHT OF WAY OF THE CITY OF INDIANAPOLIS, INDIANA, AS DESCRIBED ABOVE, AND PROMISES UNDER OATH THAT HE/SHE AND ALL SUCCEEDING TITLE OWNERS OF THE LAND DESCRIBED IN SECTION A, LINE 1 ABOVE, WILL BE BOUND BY ALL CONDITIONS, RESTRICTIONS, AND LIMITATIONS PLACED BY THE CITY UPON SAID LICENSE, IF GRANTED.

SIGNATURE OF PETITIONER: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME & TITLE: \_\_\_\_\_

THE APPLICANT SHALL ATTACH HIS/HER SIGNATURE AND DATE TO THIS AGREEMENT BEFORE AN ENCROACHMENT LICENSE WILL BE GRANTED.

SIGNATURE: \_\_\_\_\_

OWNER PRINTED NAME &amp; TITLE:

[illegible]

\_\_\_\_\_ day \_\_\_\_\_ 20 \_\_\_\_ .

COUNTY OF RESIDENCE

\_\_\_\_\_  
NOTARY PUBLIC SIGNATURE

COMMISSION EXPIRATION DATE

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PRINTED NAME

PLEASE SUBMIT THIS APPLICATION WITH ALL ADDITIONAL MATERIALS TO THE ADDRESS BELOW WITH A \$32.00 APPLICATION FEE AND A \$360.00 REVIEW FEE. CHECKS SHOULD BE MADE PAYABLE TO “THE CITY OF INDIANAPOLIS.”

STAMP FROM MARION COUNTY TREASURERS OFFICE:

STAMP FROM MARION COUNTY AUDITORS OFFICE:

INFRASTRUCTURE SUPERVISOR/MANAGER APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

TRAFFIC ENGINEERING APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_



## ENCROACHMENT LICENSE APPLICATION INSTRUCTIONS



- ◆ Complete Encroachment License application, obtain owner's/petitioner's signatures, and have notarized.
- ◆ Obtain the required stamps (on the second page of application) from the **Treasurer's Office** and **Auditor's Office (City-County Bldg., 13<sup>th</sup> & 10<sup>th</sup> floors)**.
- ◆ A written **legal description** of the property is required.
- ◆ A **site plan** showing details of the proposed encroachment is required.
- ◆ If within the Regional Center District, you must first obtain **Regional Center approval (Current Planning, 18<sup>th</sup> floor, City-County Bldg.)**. (\*Note: A copy of the **Regional Center approval letter** must be submitted with the encroachment application).
- ◆ If within **Historic District** must obtain **IHPC approval** (\*Note: A copy of the "**Certificate of Appropriateness**" must be submitted with the encroachment application).
- ◆ Submit completed application with above items to our office located at **1200 Madison Ave., Suite 100**, to begin the review process.
- ◆ Once the application has been reviewed and approved, you will be contacted to come back to our office to pick up the application packet (all documents submitted) to take and have recorded (**Recorder's Office, 7<sup>th</sup> floor, City-County Bldg.**)
- ◆ Once documents have been recorded, you will bring back a copy of the **\*first page (second page also if Treasurer/Auditor stamps not previously obtained)\*** of the application, showing the stamped **recorded instrument number**.
- ◆ The **Encroachment License** will then be released/issued, as well as the **Right-of-Way Permit** (if applicable), to perform the work to install the encroaching item within the City's right-of-way.